

**PART-147 APPROVAL RECOMMENDATION REPORT**

**EASA FORM 22**

**Part 1: General**

- ☐ initial issue  
☐ variation  
☒ continuation

**Name of organisation:**

**Approval reference:** EE.147.0001

**Requested approval rating/**

**/ EASA Form 11 dated\*:**

**Other approvals held (If app.)**

**Address of facility audited:**

**Audit period:** **From:** dd.mm.yyyy **to:** dd.mm.yyyy

**Date(s) of audit(s):** dd.mm.yyyy

**Audit reference(s):** XX-XXXXXX-T

**Persons interviewed:**

**Competent authority surveyor:** **Signature(s):**

**Competent authority office:** Estonian Transport Administration, Technical Department

**Date of Form 22 part 1 completion:** dd.mm.yyyy

\* delete where applicable

**PART-147 APPROVAL RECOMMENDATION REPORT****EASA FORM 22****Part 2: Part-147 Compliance Audit Review**

The three columns may be labelled and used as necessary to record the approved training/ examinations, including subcontractor's, reviewed. Against each column used of the following Part-147 subparagraphs please complete the box with one of four indicators:

C , which means Compliance;

NA, which means the requirement is Not Applicable;

1, 2, 3 ... , which means finding number, refer to corresponding paragraph in Part 4;

NR, which means the requirement is applicable but not reviewed.

Para	Subject			
147.A.100	Facility requirements			
147.A.105	Personnel requirements			
147.A.110	Records of instructors, examiners and assessors			
147.A.115	Instructional equipment			
147.A.120	Maintenance training material			
147.A.125	Records			
147.A.130	Training procedures and quality system			
147.A.135	Examinations			
147.A.145	Privileges of the maintenance training organisation			
147.A.150	Changes to the maintenance training organisation			
147.A.160	Findings			
147.A.200	Approved basic training course			
147.A.205	Basic knowledge examinations			
147.A.210	Basic practical assessment			
147.A.300	Aircraft type/ task training			
147..A.305	Aircraft type examinations and task assessments			
<b>Competent surveyor(s)</b>		<b>Signature(s):</b>		
<b>Competent authority office:</b>		<b>Date of Form 22 Part 2 completion:</b> dd.mm.yyyy		
Estonian Transport Administration				
Technical Department				

## PART-147 APPROVAL RECOMMENDATION REPORT EASA FORM 22

### Part 3: Compliance with Part-147 maintenance training organisation exposition (MTOE)

Please complete each box with one of four indicators:

C , which means Compliance;

NA, which means the requirement is Not Applicable to the activity at the address audited;

1, 2, 3 ..., which means finding number, refer to corresponding paragraph in part 4;

NR, which means the requirement is applicable but not reviewed.

#### Part 1 Management

1.1	<input type="text"/>	Corporate commitment by the accountable manager
1.2	<input type="text"/>	Management personnel
1.3	<input type="text"/>	Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
1.4	<input type="text"/>	Management personnel organisation chart
1.5	<input type="text"/>	List of instructional and examination staff
1.6	<input type="text"/>	List of approved addresses
1.7	<input type="text"/>	List of subcontractors as per 147.A.145(d)
1.8	<input type="text"/>	General description of facilities of paragraph 1.6 addresses
1.9	<input type="text"/>	Specific list of courses and type examinations approved by the competent authority
1.10	<input type="text"/>	Notification procedures regarding changes to organization
1.11	<input type="text"/>	Exposition and associated manuals amendment procedures

#### Part 2 Training and examination procedures

2.1	<input type="text"/>	Organisation of courses
2.2	<input type="text"/>	Preparation of course material
2.3	<input type="text"/>	Preparation of classrooms and equipment
2.4	<input type="text"/>	Preparation of workshops/ maintenance facilities and equipment
2.5	<input type="text"/>	Conduct of theoretical training & practical training (during basic knowledge training and type/task training)
2.6	<input type="text"/>	Records of training carried out
2.7	<input type="text"/>	Storage of training record
2.8	<input type="text"/>	Training at locations not listed in paragraph 1.6
2.9	<input type="text"/>	Organisation of examinations
2.10	<input type="text"/>	Security and preparation of examination material
2.11	<input type="text"/>	Preparation of examination rooms
2.12	<input type="text"/>	Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)
2.13	<input type="text"/>	Conduct of [ ] practical assessments (during basic knowledge training and type/task training)
2.14	<input type="text"/>	Marking and record of examinations
2.15	<input type="text"/>	Storage of examination records
2.16	<input type="text"/>	Examinations at locations not listed in paragraph 1.6
2.17	<input type="text"/>	Preparation, control and issue of basic training course certificates
2.18	<input type="text"/>	Control of subcontractors

**PART-147 APPROVAL RECOMMENDATION REPORT****EASA FORM 22****Part 3: Compliance with Part-147 maintenance training organisation exposition (MTOE)****Part 3 Training system quality procedures**

3.1	<input type="text"/>	Audit of training
3.2	<input type="text"/>	Audit of examinations
3.3	<input type="text"/>	Analysis of examination results
3.4	<input type="text"/>	Audit and analysis remedial action
3.5	<input type="text"/>	Accountable manager annual review
3.6	<input type="text"/>	Qualifying the instructors
3.7	<input type="text"/>	Qualifying the examiners and the assessors
3.8	<input type="text"/>	Records of qualified instructors & examiners

**Part 4 Appendices**

4.1	<input type="text"/>	Example of documents and forms used
4.2	<input type="text"/>	Syllabus of each training course
4.3	<input type="text"/>	Cross-reference index – if applicable

**MTOE Reference:****MTOE Amendment:****Competent authority audit staff:****Signature(s):****Competent authority office:**

Estonian Civil Aviation Administration  
Technical Department

**Date of Form 22 Part 3 completion:** dd.mm.yyyy

**PART-147 APPROVAL RECOMMENDATION REPORT****EASA FORM 22****Part 4: Findings regarding Part-147 compliance status**

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref	Audit reference(s): Findings	Level	Corrective action		
			Date due	Date closed	Reference
1					
2					
3					

Notes and proposals:

1.

**This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, Tallinn 11413, phone +372 620 1200) within 30 days starting from the date of becoming aware of the administrative act**

**PART - 147 APPROVAL RECOMMENDATION REPORT** **EASA FORM 22**

**Part 5: Part-147 approval or continued approval or change recommendation**

**Name of organisation:** Eesti Lennuakadeemia (Estonian Aviation Academy)

**Approval reference:** EE.147.0001

**Applicable Part-147 amendment status:**

The following Part-147 scope of approval is recommended for this organisation:

Or, It is recommended that the part-147 scope of approval specified in EASA Form 11 referenced EE.147.0001 be continued.

**Name of recommending competent authority surveyor:**

**Signature of recommending competent authority surveyor:**

**Competent authority office:** Estonian Transport Administration, Technical Department

**Date of recommendation:**

**Form 22 review (quality check):**

**Date:** dd.mm.yyyy